

POSITION ADJUSTMENT REQUEST

NO. 25827
DATE 10/28/2021Department Health Services

Department No./

Budget Unit No. 0460 Org No. 5890 Agency No. 18

Action Requested: Cancel one (1) Eligibility Worker III (XHTB) full-time (40/40) position #6736 at salary plan and grade 255-1334 (\$5,075.66 - \$6,169.49) and add one (1) Health Services Administrator - Level B (VANG) full-time (40/40) position at salary plan and grade ZB2-1323 (\$5,173.51 - \$8,477.40) in the Health Services Department.

Proposed Effective Date: 11/1/2021Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$42,118.43Net County Cost \$350.99Total this FY \$28,078.95N.C.C. this FY \$58.50SOURCE OF FUNDING TO OFFSET ADJUSTMENT (Federal 65%, State 25%, County 10%)

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Larita Clow

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

11/2/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Exempt from Human Resources review under delegated authority.

DATE _____

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☒ 11-01-2021 (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/10/2021☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 11-6-2021BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows: